

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, June 16, 2008

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 of City Hall.

ROLL CALL

Present: Anna Marie Jones, Dave Thomas, Ed Comerford, and Ed Fuentes

City Staff: Human Resources Director Tami Yuki

APPROVAL OF MINUTES

The minutes of June 16, 2008 were approved.

COMMUNICATIONS

None

PUBLIC COMMENT

None

INFORMATION ITEMS

A. Staff Update

None

B. Personnel Board Goals Update

None

C. Pending Recruitments

Police Officer Pre-Trained Lateral
Public Safety Dispatcher I (Lateral)
Community Services Director
Public Services Director

D. Other Areas of Board's Concern

None

NEW BUSINESS

1. Personnel Board By-Laws

Human Resources Director Tami Yuki stated that the Personnel Board is the only Board that does not have by-laws. About three years ago the City Attorney put a template for by-laws together for Boards and Commissions. All Boards and Commissions adopted the by-laws.

Personnel Board Ed Fuentes asked for an explanation regarding the difference between Municipal Code and by-laws. Director Yuki replied that the Municipal Code gives more overall direction whereas the by-laws are a procedural process.

Personnel Board Member Fuentes suggested having the Personnel Board agenda in the same format as the City Council's agenda. The Personnel Board concurred on the following order:

- Call to order
- Row Call
- Approval of Minutes
- Public Comment
- Conduct of Business
- Adjournment

Personnel Board Member Thomas said that if a Personnel Board Member is interested in adding an item to the agenda, the Board Member must to call Director Yuki at least seventy-two hours prior to the Personnel Board meeting.

Personnel Board Member Comerford made a motion to amend the Personnel Board by-laws. Personnel Board Member Anna Marie Jones seconded the motion. The motion passed unanimously.

DISCUSSION ITEMS

1. Summer Hiring

Personnel Board Member Thomas stated that some departments hire temporary help during the summer months. At one time this program was focused on San Bruno residents to work the summer months in Public Works, Parks & Recreation. Due to budgetary constraints many of these programs are no longer available. Personnel Board Member Thomas said that it was recently brought to his attention that when the City hires summer help the City does not give preference to San Bruno residents.

Personnel Board Member Thomas stated when several candidates are all deemed to be equally qualified for a position he would like to recommend to Council to hire San Bruno residents first.

Director Yuki said that she conducted a poll of Recreation. Recreation hired 23 staff members, 17 were Leaders In Training last year, and all 17 were hired this year. 15 out of 17 are San Bruno residents. The Department hired in addition 6 employees and 3 of the 6 are San Bruno residents. Director Yuki stated 85-90% of Recreation summer help are San Bruno residents.

Personnel Board Member Thomas and the Board were pleased with the results of the poll taken by Director Yuki. No action needed regarding summer hiring.

2. Next Month Agenda

1. Presentation of the strategy to ensure successful orientation of the Community Services Director and Public Services Director.
2. San Bruno Municipal Code 2.36

ADJOURNMENT

The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Marie Fir
Secretary